



City of Fond du Lac Assessor's Office

REQUEST FOR PROPERTY REVIEW

NOTE: Before you submit this form, please read the information under the heading "ESTIMATED FAIR MARKET VALUE" on the back of your property tax bill.

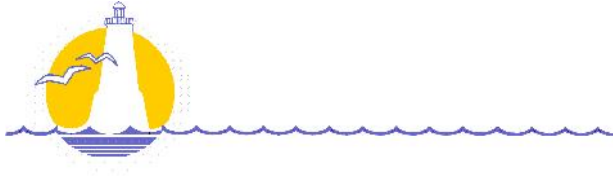
The procedure for reviewing your property for the January 1st 2016, assessment date is as follows:

1. Complete the entire form (on the back) and return to the City of Fond du Lac Assessor's Office.

The form must be returned by January 31st of the assessment year under review.

2. Supporting documentation for your opinion of the "fair market value" must be submitted when your request is returned. Examples would include a recent professional appraisal or a recent closing statement on your own property. The sales of comparable properties similar to your own can also be provided as evidence of "fair market value." The absence of such documentation makes it difficult for a comprehensive review to occur.
3. If you are requesting the review of a commercial property, the following documents are also requested: copies of Income and Expense summaries for the past three (3) years and copies of the associated rent rolls for those years, current leases and any mortgages.
4. If a third party will represent you, you must submit a **notarized** "Letter of Agency" that sets forth the representative's name, address, and telephone number.
5. Your request and supporting documentation will be subsequently reviewed. If we feel further clarification is necessary we will contact you to ask questions or to schedule an on-site inspection of the property. (This review process doesn't typically start until late January.)
6. If your property is inspected, be sure to point out any structural or functional problems that may exist or any other conditions that would have an impact on the property's value. If possible, provide us with at least two (2) different written cost estimates for any necessary repairs.
7. After the review procedure is complete, which may take several months, you will receive a notice of value determination indicating either an increase, decrease or no change, and the applicable dollar amounts. This letter will also include information on the subsequent Open Book "Informal Review" session date(s).
8. If you are dissatisfied with the outcome of your informal review from the Open Book, you may pursue the matter further before the Board of Review. An official objection form for this purpose may be obtained from the Clerk's office. **Note:** Completion of this "Request for Property Review" form is not a substitute for the official Board of Review objection form.

(Please See & Complete the Second Page)



City of Fond du Lac Assessor's Office

Request for Property Review, Page 2

I, _____, request a review of the assessment for the following property:

Address: _____

Tax Key # or PIN #: _____

(Usually located in the upper right corner of your tax bill)

I request a review for the following reason(s): _____

Have you taken out any building permits for this property in the three (3) previous calendar years?

Yes _____ No _____ If yes, the improvement(s) were: _____

I have spent \$ _____ for improvements or additions since acquiring the property.

I believe the "fair market value" of this property is \$ _____ (NOTE: A value must be specified).

Email: _____

Home Phone # _____ Office Phone # _____

Name: _____
(Signature) (Date)

***NOTE: We will send you a determination letter approximately 2 weeks before the Open Book (the date to be determined in early Spring). This will leave you ample time to make an appointment for the Open Book, if desired. If you have any questions, please contact the Assessor's Office at (920) 322-3410**

Inspection Date & Time: _____ Inspection Witnessed By: _____